

Supervisory Administrative Management Specialist

The American Embassy invites applications for the post of Supervisory Administrative Management Specialist. This position incumbent manages the overall budget for the Public Affairs (PA) program in Malaysia, working directly with the Area Office and advises the Public Affairs Officer (PAO) on all financial management, administrative and procedural matters. Ensures that all public affairs programs and activities comply with applicable regulations. Serves as GOR (Grants Officer Representative), for all Public Affairs grants and cooperative agreements, ensuring that all such agreements comply with applicable regulations and procedures. Works with grantee organizations to ensure compliance. Develops the annual PA budget, in consultation with the PAO, and tracks on a daily basis PA expenditure on program items, representational events, travel, publications and salaries and expenses to ensure proper spending patterns and to recommend adjustments when necessary.

Applicants must have a Bachelor's Degree, in business administration, financial management or accounting (other liberal arts fields, such as education and social sciences, are also acceptable, with a strong secondary background in administration or business management required). They must have four to six years of progressively responsible experience in financial management, office administration or program supervision is required. Must have fluent in spoken and written English and must also have Level IV in spoken and written Bahasa Malaysia and/or Mandarin Chinese.

The basic starting salary is RM66,411. Benefits include a two-month year-end bonus, a competitive EPF contribution rate and life and health insurance coverage. Please write in (with phone number and expected salary) to the Human Resources Office, P.O. Box 10035, 50700 Kuala Lumpur by May 25, 2009. Only short listed candidates will be notified.